



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 8, 1976	1. Agency Address Georgia Department of Human Resources Division of Mental Health & Mental Retardation - Mental Retardation Section 47 Trinity Avenue - Room 542-H Atlanta, Georgia 30334	Application Number 76-243	
Application Number DHR-85		Date Received JUL - 9 1976	Date Completed JUL 29 1976
2. Person to Contact Budd Hughes		Working Title Assistant Division Director	Telephone Number 656-6370
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ began July, 1976	5. Records Series Title (followed by title used in office; if different) Court Commitment Client/Patient Information Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Mental Health and Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers.</p> <p>The Mental Retardation Section is one of the programmatic sections of the Division of Mental Health and Mental Retardation. The Mental Retardation Section offers specialized services (primarily focusing on the mentally retarded within the I Q range of 0-55) administered through a comprehensive system of institutional and community service programs. The specialized services are provided through the following major programs: (1) Day Training and Work Activity Programs; (2) Group Homes; (3) Institutional Services; (4) Family Care Homes; and (5) Foster Grandparent Programs.</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining information in order to reflect Division action for clients committed to DHR Division of Mental Health & Mental Retardation through the courts. Included are: County Court Order of Commitment to DHR Division of Mental Health & Mental Retardation for examination and evaluation; report of psychiatric consultation; psychological evaluation; and interval note. File is arranged: alphabetically by last name of client.			
8. Monthly Reference Rate new program daily One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ new program - 5 cases during past month.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? duplicate of information at State institution to which client committed. If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Health Code 88.502.10 - Confidentiality of patient records
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for reference and follow-up as to disposition of case

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

When case is closed or determined inactive, place all papers in closed file; cut off closed file at the end of each calendar year; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>S. Buell Hughes</i>	7/7/76	<i>Elizabeth Crank</i>	7/7/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-28-76
		Secretary of State/Designee	7-27-76
		Attorney General/Designee	7-28-76